**SHORT TERM RENTAL PERMIT INSPECTION FORM**

**Short Term Rental Permit Inspection Form**

**Property Address:**

**Site Inspection Check List:**

**Exterior Areas (see NYS Property Maintenance Code and Village Code Chapter 62-7 for complete list.):**

- **Y/N** Address used for 911 is properly displayed for each unit
- **Y/N** Exterior structure is well maintained and adequately protected from weather and vermin
- **Y/N** Only furnishings designed for exterior use are being kept outdoors or on decks and porches
- **Y/N** Automobile parking accommodations are plainly marked and properly situated on the lot
- **Y/N** Adequate trash containers are available and are properly stored away from street
- **Y/N** Outbuildings, fences, walking surfaces, yards, etc. have no litter and are well maintained

**Interior Areas (see NYS Property Maintenance Code and Town Code Chapter 67 & 82 for complete list.):**

- **Y/N** Natural gas main shutoff valve is accessible
- **Y/N** Smoke detectors are installed inside each bedroom, in the living area and in each story
- **Y/N** Carbon monoxide detectors are installed in buildings having combustion devises or garages
- **Y/N** Fire extinguishers of proper size are properly installed in each rental unit
- **Y/N** Bedrooms exits only where they are supposed to be located and are not over crowded
- **Y/N** House and apartments meet or exceed minimum living and dining area requirements
- **Y/N** Bathrooms have well maintained sanitary surfaces for floors, countertops, tubs, and showers
- **Y/N** Bathrooms have openable window to exterior or a functioning mechanical exhaust vent
- **Y/N** Kitchens have well maintained sanitary surfaces on floors and on countertops
- **Y/N** Kitchen stovetops have a properly installed function hood
- **Y/N** Heats and hot water are adequate; appliances are well maintained and readily accessible
- **Y/N** Electrical outlets in bathrooms and kitchens are GFCI protected
- **Y/N** Electrical plug outlets are not overloaded extensions cords are used properly
- **Y/N** All electrical boxes are properly covered and the breaker panel is not obstructed
- **Y/N** Grab rails for stairs are properly installed and well maintained
**Y/N** Guard rails for deck and stairs are properly installed where required and well maintained
**Y/N** Means of egress components are unobstructed, well maintained and have adequate lighting
**Y/N** No peeling paint, leaks or other indications of inadequate maintenance

**Property Address Building Department File:**

**Y/N** Any open or expired permits
**Y/N** Any open violations
**Y/N** Any unpaid fees

**Additional Notes:**

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